

State of Hawaii
Department of Human Services
Office of Youth Services

Request for Proposals

RFP No. HMS-503-13-01

Dental Services for Youth Incarcerated at the Hawaii Youth Correctional Facility

Date Issued: February 6, 2013

Proposal Submittal Deadline: March 20, 2013

**Orientation Session: February 12, 2013 at 10:00 a.m.
Office of Youth Services**

Note: *It is the applicant's responsibility to check the public procurement notice website, the request for proposals website, or to contact the RFP point-of-contact identified in the RFP for any addenda issued to this RFP. The State shall not be responsible for any incomplete proposal submitted as a result of missing addenda, attachments or other information regarding the RFP.*

REQUEST FOR PROPOSALS

Dental Services for Youth Incarcerated at the Hawaii Youth Correctional Facility RFP No. 503-13-01

February 6, 2013

The Department of Human Services, Office of Youth Service (OYS), is soliciting proposals from qualified applicants to provide comprehensive dental care services to youth at the Hawaii Youth Correctional Facility.

SUBMITTAL DEADLINE

All proposals mailed by the United States Postal Service (USPS) shall be postmarked on or before midnight, Hawaii Standard Time (HST) March 20, 2013 to the mail-in address and received no later than ten days from the submittal deadline. Hand delivered proposals shall be received no later than 4:30 p.m., Hawaii Standard Time (HST) March 20, 2013 at the drop-off site.

Proposals postmarked or hand delivered after the designated deadline shall be considered late and rejected. Deliveries by private mail services such as FEDEX shall be considered hand deliveries and shall be rejected if received after the submittal deadline.

MAIL-INS:

Department of Human Services
Office of Youth Services
707 Richards Street, Suite 525
Honolulu, Hawaii 96813

HAND DELIVERIES (DROP OFF SITE)

Department of Human Services
Office of Youth Services
707 Richards Street, Suite 525
Honolulu, Hawaii 96813
7:45 a.m. – 4:30 p.m.

INQUIRIES

Inquiries regarding this RFP should be directed to the RFP contact person:

Merton Chinen
Department of Human Services
Office of Youth Services
707 Richards Street, Suite 525
Honolulu, Hawaii 96813
Phone: 808-587-5712 Fax: 808-587-5734
mchinen@dhs.hawaii.gov

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Section 1

Administrative Overview

1.1 Procurement Timetable

Note that the procurement timetable represents the State's best estimated schedule. If an activity on this schedule is delayed, the rest of the schedule will likely be shifted by the same number of days. Contract start dates may be subject to the issuance of a notice to proceed.

Activity	Scheduled Date
Public notice announcing RFP	2/6/2013
RFP orientation session	2/12/2013
Due date for written questions	2/19/13 4:30 p.m. HST
State purchasing agency's response to written questions	2/26/13
Proposal submittal deadline	3/20/13
Proposal evaluation period	4/1/13 – 4/5/13
Final revised proposals (optional)	
Provider selection	4/10/13
Notice of statement of findings and decision	4/12/13
Contract start date	6/01/13

1.2 Website Reference

The State Procurement Office (SPO) website is <http://hawaii.gov/spo>

For	Click on "Doing Business with the State" tab or
1 Procurement of Health and Human Services	http://hawaii.gov/spo/health-human-svcs/doing-business-with-the-state-to-provide-health-and-human-services
2 RFP website	http://hawaii.gov/spo/general/procurement-notice-for-solicitations
3 Hawaii Revised Statutes (HRS) and Hawaii Administrative Rules (HAR) for Purchases of Health and Human Services	http://hawaii.gov/spo/general/statutes-and-rules/procurement-statutes-and-administrative-rules
4 Forms	http://hawaii.gov/spo/statutes-and-rules/general/spo-forms
5 Cost Principles	http://hawaii.gov/spo/health-human-svcs/cost-principles-for-procurement-of-health-and-human-services
6 Standard Contract -General Conditions, AG103F13	http://hawaii.gov/spo/general/gen-cond/general-conditions-for-contracts
7 Protest Forms/Procedures	http://hawaii.gov/spo/health-human-svcs/protestsreqforreconsideration/protests-requests-for-reconsideration-for-private-providers

Non-SPO websites

(Please note: website addresses may change from time to time. If a link is not active, try the State of Hawaii website at <http://hawaii.gov>)

For	Go to
8 Hawaii Compliance Express (HCE)	https://vendors.ehawaii.gov/hce/splash/welcome.html
9 Department of Taxation	http://hawaii.gov/tax/
10 Wages and Labor Law Compliance, HRS §103-055	http://capitol.hawaii.gov/hrscurrent
11 Department of Commerce and Consumer Affairs, Business Registration	http://hawaii.gov/dcca click "Business Registration"
12 Campaign Spending Commission	http://hawaii.gov/campaign

1.3 Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS), Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal application by a prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

1.4 RFP Organization

This RFP is organized into 5 sections:

Section 1, Administrative Overview - The procurement process; requirements for awardees.

Section 2, Service Specifications - Services to be delivered, applicant responsibilities, requirements for the proposal application.

Section 3, Proposal Application – General and specific instructions for proposal application submission.

Section 4, Evaluation - The method by which proposal applications will be evaluated.

Section 5, Attachments - Information and forms necessary to complete the application.

1.5 Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

Department of Human Services
Office of Youth Services
525 Richards Street, Suite 707
Honolulu, Hawaii 96813
Phone: 808-587-5712
Fax: 808-587-5734
mchinen@dhs.hawaii.gov

1.6 RFP Contact Person

From the release date of this RFP until the selection of the successful provider(s), any inquiries and requests shall be directed to the sole point-of-contact identified below.

Merton Chinen
Phone: 808-587-5712
Fax: 808-587-5734
mchinen@dhs.hawaii.gov

1.7 Orientation

An orientation for applicants in reference to the request for proposals will be held as follows:

Date:	2/12/13	Time:	10:00 a.m. – 12:00 p.m.
Location:	Office of Youth Services, 707 Richards Street, Suite 525, Honolulu, Hawaii		

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the subsection 1.8, Submission of Questions.

1.8 Submission of Questions

Applicants may submit written questions to the RFP Contact Person identified in subsection 1.6. Written question should be received by the date and time specified in the procurement schedule in subsection 1.1. The purchasing agency will respond to written questions by way of an addendum to the RFP.

1.9 Discussions with Applicants

Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements prior to the submittal deadline. Discussions may also be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance HAR §3-143-403.

1.10 Multiple or Alternate Proposals

Multiple/alternate proposals are not applicable to this RFP.

1.11 Confidential Information

If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal. Note that price is not considered confidential and will not be withheld.

1.12 Opening of Proposals

Upon the state purchasing agency's receipt of a proposal at the designated location(s), proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped, held in a secure place and not examined for evaluation purposes until the submittal deadline.

1.13 Additional Materials and Documentation

Upon request from the state purchasing agency, each applicant shall submit additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

1.14 Public Inspection

Procurement files shall be open to public inspection after contracts have been awarded and executed by all parties.

1.15 RFP Addenda

The State reserves the right to amend this RFP at any time prior to the-closing date for final revised proposals.

1.16 Final Revised Proposals

If requested, final revised proposals shall be submitted in the manner, and by the date and time specified by the state purchasing agency. If a final revised proposal is not submitted, the previous submittal shall be construed as the best and final revised proposal.

1.17 Cancellation of Request for Proposals

The request for proposals may be canceled when it is determined to be in the best interests of the State in accordance with HAR §3-143-613.

1.18 Costs for Proposal Preparation

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

1.19 Provider Participation in Planning

Provider(s), awarded a contract resulting from this RFP,

☐ are required

☒ are not required

to participate in the purchasing agency's future development of a service delivery plan pursuant to HRS §103F-203.

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the release of a request for proposals, shall not disqualify providers from submitting proposals if conducted in accordance with HAR §§3-142-202, 3-142-203.

1.20 Rejection of Proposals

A proposal offering a set of terms and conditions contradictory to those included in this RFP may be rejected. A proposal may be rejected for any of the following reasons:

- 1) Failure to cooperate or deal in good faith (HAR §3-141-201);
- 2) Inadequate accounting system (HAR §3-141-202);
- 3) Late proposals (HAR§3-143-603);
- 4) Inadequate response to request for proposals (HAR §3-143-609);
- 5) Proposal not responsive (HAR §3-143-610(a)(1));
- 6) Applicant not responsible (HAR §3-143-610(a)(2)).

1.21 Notice of Award

A statement of findings and decision shall be provided to each responsive and responsible applicant by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the provider(s) awarded a contract prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

1.22 Protests

Pursuant to HRS §103F-501 and HAR Chapter 148, an applicant aggrieved by an award of a contract may file a protest. The Notice of Protest form, SPOH-801, and related forms are available on the SPO website. (See subsection 1.1, Website Reference for website address.) Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and

- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be postmarked by USPS or hand delivered to 1) the head of the state purchasing agency conducting the protested procurement and 2) the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

Head of State Purchasing Agency	Procurement Officer
Name: David Hipp	Name: Merton Chinen
Title: Executive Director	Title: Program Development Officer
Mailing Address: Department of Human Services Office of Youth Services 707 Richards Street, Suite 707 Honolulu, Hawaii 96813	Mailing Address: Department of Human Services Office of Youth Services 707 Richards Street, Suite 707 Honolulu, Hawaii 96813
Business Address: Same as above.	Business Address:

1.23 Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, HRS, and subject to the availability of State and/or Federal funds.

1.24 Hawaii Compliance Express (HCE)

All providers shall comply with all laws governing entities doing business in the State. Providers shall register with HCE for online compliance verification from the Hawaii State Department of Taxation (DOTAX), Internal Revenue Service (IRS), Department of Labor and Industrial Relations (DLIR), and Department of Commerce and Consumer Affairs (DCCA). There is a nominal annual registration fee (currently \$12) for the service. The HCE's online "Certificate of Vendor Compliance" provides the registered provider's current compliance status as of the issuance date, and is accepted for both contracting and final payment purposes. Refer to **subsection 1.2, Website Reference**, for HCE's website address.

- A. **Tax Clearance.** Pursuant to HRS §103-53, as a prerequisite to entering into contracts of \$25,000 or more, providers are required to have a tax clearance from DOTAX and the IRS. (See subsection 1.2, Website Reference for DOTAX and IRS website address.)
- B. **Labor Law Compliance.** Pursuant to HRS §103-55, providers shall be in compliance with all applicable laws of the federal and state governments relating to workers' compensation, unemployment compensation, payment of wages, and safety. (See subsection 1.2, Website Reference for DLIR website address.)

- C. **DCCA Business Registration.** Prior to contracting, owners of all forms of business doing business in the state except sole proprietorships, charitable organizations, unincorporated associations and foreign insurance companies shall be registered and in good standing with the DCCA, Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website. (See subsection 1.2, Website Reference for DCCA website address.)

1.25 Wages Law Compliance

If applicable, by submitting a proposal, the applicant certifies that the applicant is in compliance with HRS §103-55, Wages, hours, and working conditions of employees of contractors performing services. Refer to HRS §103-55, at the Hawaii State Legislature website. (See subsection 1.2, Website Reference for DLIR website address.)

1.26 Campaign Contributions by State and County Contractors

HRS §11-355 prohibits campaign contributions from certain State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. Refer to HRS §11-355. (See subsection 1.2, Website Reference for Campaign Spending Commission website address.)

1.27 General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website. Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

Section 2

Service Specifications

2.1 Overview, Purpose or Need, and Goals of Service

The Hawaii Youth Correctional Facility (HYCF) is the only institution statewide responsible for the care and incarceration of juvenile offenders in Kailua, Oahu, Hawaii. The HYCF is responsible for the health care and well-being of these youths. Approximately 60 youths are incarcerated at the HYCF at one time.

The applicant shall provide mandated dental evaluation, treatment, and instruction in dental care to incarcerated youths at the HYCF dental clinic. The services involve general dentistry of a variety of acute and chronic oral health problems, including but not limited to diagnostic, preventive, restorative, endodontic, prosthodontic, periodontal and oral surgery services.

2.2 Planning Activities

A Request for Information (RFI) for dental services was announced on the State Procurement Office (SPO) website on December 18, 2013. Interviews were also conducted with the HYCF staff and data was compiled and analyzed.

2.3 Demographics and Funding

Target population to be served:	<u>Youth incarcerated at the HYCF</u>
Geographic coverage of service:	<u>Kailua, Oahu, Hawaii</u>

Probable funding amounts, source, and period of availability:

- **Approximate funding:** \$50,000 per year.
- **Source of funding:** State General Funds
- **Claims processing:** The HYCF has adopted Medicaid guidelines and policies governing dental services in the facility and utilizes Hawaii Dental Services (HDS), the DHS Med-QUEST Division's fiscal agent, for processing provider payments. This is NOT a Medicaid program although contracted dentist must be a Medicaid provider and able to file dental claims with Hawaii Dental Services. All claims filing procedures must comply with the Medicaid requirements. Contracted dentist shall be paid the rate for the procedure based on the Medicaid dental fee schedule.
- **Period of availability:** 06/1/13 – 5/31/15

2.4 Contract Award and Term

Single or multiple contracts to be awarded (HAR §3-143-206):

☒ **Single** ☐ **Multiple** ☐ **Single & Multiple**

Criteria for multiple awards:

Term of Contract(s)

Initial term:	<u>Two (2) years</u>
Length of each extension:	<u>Twenty-four (24) months</u>
Number of possible extensions	<u>2</u>
Maximum length of contract:	<u>6</u>

Conditions for Extension:

Contract extensions must be in writing and must be executed prior to the expiration of each contract period. The option for renewal or extension shall be based on the applicant's satisfactory performance and the availability of funds.

2.5 Secondary Purchaser Participation

(Refer to HAR §3-143-608)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases

None

2.6 Service Activities

The applicant shall provide mandated dental evaluation, treatment, and instruction in dental care to youths committed to the HYCF. The services involve general dentistry of a variety of acute and chronic oral health problems, including but not limited to diagnostic, preventive, restorative, endodontic, prosthodontic, periodontal and oral surgery services.

The applicant shall:

- Provide dental examinations for all youths upon admission, transfer, parole, or discharge from the facility during clinic hours.

- Perform preventive dental services, including routine prophylaxis, topical fluoride applications and dental sealants when indicated.
- Operative dentistry. Prepare and restore teeth with appropriate filling material.
- Prosthetic dentistry. Prepare, repair, and deliver dentures and other prosthetics. Recommend the procurement of new prosthesis when deemed necessary for the ward's well-being.
- Prepare the mandible and/or maxilla for the reception of dentures.
- Secure x-rays as part of routine examination and of all areas where focus of infection or other problem is suspected.
- Authorize the procurement of supplies by preparing and forwarding requisitions and maintain inventory of all dental supplies.
- Prepare dental records on individual youths as required.
- Collaborate with the dental assistant in regard to any unusual dental problems so that proper preventive or corrective measures may be taken and instructions can be given.
- Instruct wards and medical personnel in the simple rules of oral hygiene.
- Arrange for the necessary specialized services and insure the proper and efficient execution of x-rays, impressions, bridges, etc.
- Make recommendations pertaining to the general oral health of youths and assist in putting into effect such recommendations.
- Prescribe dental medication as needed.
- Provide supervision of dental assistant in various phases of dental clinic procedures including maintenance of dental equipment, sterilization of dental instruments, preparation of dental materials for the filling of teeth, laboratory work such as mixing plaster of models, pouring up models and repairing and polishing dentures.
- Provide supervision of dental unit activities.

- Advise on budgetary and administrative needs of the dental unit relating to dental equipment, supplies, personnel, etc.
- Coordinate and collaborate with other agencies and resources in the community that may assist in improving or maintaining the general oral health of youths.

2.7 Qualifications

A. Experience

The applicant shall provide a description of experience/projects/contracts pertinent to the services required. Applicant shall include points of contact, addresses, e-mail and or phone numbers. The OYS reserves the right to contact references to verify experience.

B. Organization

- Hawaii General Excise Tax License. Applicant shall submit his current Hawaii General Excise Tax I.D. number in the space provided on the Proposal Application Title Page (SPO-H-200)
- Tax Liability. Services to be performed under this RFP are a business activity taxable under Chapter 237 Hawaii Revised Statutes (HRS) and Chapter 238 HRS as applicable.
- Wage Certificate. Applicant shall complete and submit the Wage Certificate by which applicant certifies that the services required will be performed pursuant to Section 103-55 (HRS).
- Health Insurance Portability and Accountability Act (HIPAA). The applicant shall also be required to comply with applicable provisions and mandates of the Health Insurance Portability and Accountability Act (HIPAA) of 1996. The HIPAA regulates how individually identifiable health (medical, dental and mental health) information is handled to ensure confidentiality. The applicant shall also understand that any and all dental records, including personal identifiers, progress notes and all imaging are the property of HYCF and may not leave the premises without prior approval of the HYCF's administrator.
- Liability Insurance. The Contractor shall provide the following minimum insurance limits and coverage:

<u>Coverage</u>	<u>Limits</u>
Professional Liability	\$2,000,000 combined single limit for bodily injury and property damage
Automobile Insurance	\$1,000,000

A copy of the insurance certificate shall be provided on or before thirty (30) days after notice of award.

C. Personnel

- Applicant shall have:
 - A DDS or DMD degree from a Commission on Dental Accreditation accredited dental school;
 - A current license to practice dentistry in the State of Hawaii;
 - Experience in a correctional institution is preferred, but is not a requirement.
 - One (1) year of experience in providing dental services to youths.
- The Applicant shall not be considered an employee of the State of Hawaii, Department of Human Services, Office of Youth Services, or the HYCF.
- The applicant shall submit to a criminal history check (State and FBI Criminal History Check, Sex Offender Registry, and the Child Abuse and Neglect Registry Clearance), as mandated by statutes or rules for any person who is employed or volunteers in a position which necessitates close proximity to children or adolescents. Documentation of criminal history checks must be submitted to the OYS prior to the start of services. All applicable criminal history record checks except for the FBI fingerprint check shall be conducted annually.
- The applicant shall ensure that employees do not have a criminal history or background which poses a risk to youth. The applicant shall conduct employment and reference checks on all employment applicants. In addition, prior to providing direct services to youth, criminal history record checks (State and FBI Criminal History Check, Sex Offender Registry, and the Child Abuse and Neglect Registry Clearance), shall be conducted, as allowed by statutes or rules, for any person who is employed or volunteers in a position which necessitates close proximity to children or adolescents. Documentation

of criminal history record checks shall be maintained in the employee's or volunteer's personnel file and shall be available for review. Criminal history records checks, except for the FBI fingerprint check, shall be conducted annually or as required for licensing purposes.

D. Facilities

- Dental services shall normally be performed at the HYCF weekly at agreed upon times between 7:00 a.m. and 4:30 p.m., Monday through Friday, excluding State holidays. Actual clinic hours may vary according to the needs of the HYCF but will be limited to no more than 16 hours per week but not less than 7 hours per week, unless the applicant has prearranged a vacation with the HYCF.
- Applicant shall not be required to provide on-call services or to respond to emergencies.
- Should a scheduled dental clinic fall on a state holiday, the HYCF shall have the option to reschedule Applicant's dental clinic hours. The applicant shall notify the HYCF 30 days advance notice of any time off for vacation.

2.8 Pricing Structure

The HYCF has adopted Medicaid guidelines and policies governing dental services in the facility and utilizes the DHS Med-QUEST Division's fiscal agent for processing provider payments. This is NOT a Medicaid program although contracted dentist must be a Medicaid provider and able to file dental claims with Hawaii Dental Services, the Med-QUEST dental fiscal agent. All claims filing procedures must comply with the Medicaid requirements. Contracted dentist shall be paid the rate for the procedure based on the Medicaid dental fee schedule.

The approximate funding is \$50,000 per year through filing Medicaid claims with Hawaii Dental Services.

2.9 Other

Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

Statements regarding litigation will not carry any point value but are required.

2.10 Reporting Requirements for Program and Fiscal Data

Documentation of evaluation and treatment shall comply with all applicable Hawaii Youth Correctional Facility Policies and Procedures for medical records. Patient reports shall include the diagnosis and the condition treated.

The applicant shall provide written reports to HYCF Business Office and any additional reports as requested by HYCF Medical Services Department. All reports and data collected are the property of the State and shall be collected upon termination of the contract

2.11 Monitoring and Evaluation

The criteria by which the performance of the contract will be monitored and evaluated are:

- Progress notes of treatment of youth that are reviewed periodically as deemed necessary by the HYCF.
- Interviews with HYCF staff and youths by the OYS.

Section 3 Proposal Application

3.1 Instructions for Completing and Submitting Proposal Application

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section and section 2.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria when completing the proposal.*
- *The proposal application documents shall be submitted in the following order:*

Proposal Application Identification Form (SPO-H-200)

Table of Contents- Include a listing of all documents included in the application.

Proposal Application Short-Form 1

1.0 Qualification

- A. Experience
- B. Organization
- C. Personnel
- D. Facilities

2.0 Service Delivery

3.0 Pricing

4.0 Other

- A. Litigation

Attachments

3.2 Specific Proposal Application Instructions

3.2.1 Qualifications

A. Experience

- Demonstrated skills, abilities, knowledge of, and experience relating to the delivery of the proposed services.

RFP No: _____
Title: _____
Applicant: _____

- Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.
- Demonstrated capability to coordinate services with other agencies and resources in the community.

B. Organization

- Organization Chart (Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks).

C. Personnel

- That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services
- Minimum qualifications (including experience) for staff assigned to the program.
- Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services.

D. Facilities

Dental services shall be provided at the HYCF, at agreed upon times between 7:00 a.m. and 4:30 p.m., Monday through Friday.

3.2.2 Service Delivery

The applicant shall provide services that involve general dentistry of a variety of acute and chronic oral health problems, including but not limited to diagnostic, preventive, restorative, endodontic, prosthodontic, periodontal and oral surgery services. See the specific service activities listed in Section 2.6.

3.2.3 Pricing

The HYCF has adopted Medicaid guidelines and policies governing dental services in the facility and utilizes the DHS, Med-QUEST Division's fiscal agent for processing provider payments. This is NOT a Medicaid program although contracted dentist must be a Medicaid provider and able to file dental claims with Hawaii Dental Services (HDS), the Med-QUEST fiscal agent. All claims filing

RFP No: _____
Title: _____
Applicant: _____

procedures must comply with the Medicaid requirements. Contracted dentist shall be paid by the Medicaid rate for the procedure.

The approximate funding is \$50,000 per year through filing Medicaid claims with ACS.

- Contracted dentist must be a Medicaid provider and able to file dental claims through Hawaii Dental Services. All claims filing procedures must comply with the Medicaid requirements.
- Applicants proposed budget is reasonable, given program resources and operational capacity

3.2.4 Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain. (*Statements regarding litigation will not carry any point value but are required.*)

Section 4

Proposal Evaluation

4.0 Evaluation Process

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation. The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing. Each applicant shall receive a notice of award/non-award, which shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

4.1 Evaluation Criteria

On the next page is a sample of the evaluation sheet that will be used to evaluate proposal applications. Applicants will receive a report similar to the evaluation sheet when upon completion of the evaluation process.

4.1.1 Qualifications - Evaluation Criteria (100 total points)

A. Experience (20 points)

- Demonstrated skills, abilities, knowledge of, and experience relating to the delivery of the proposed services.
- Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.
- Demonstrated capability to coordinate services with other agencies and resources in the community.

B. Organization (10 points)

- Organization Chart (Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks).

C. Personnel (20 points)

- Proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services.
- Minimum qualifications (including experience) for staff assigned to the program.

- Demonstrated ability to supervise, train, and provide administrative direction to staff relative to the delivery of the proposed services.

D. Facilities (10 points)

- Did the applicant propose to provide dental services at the HYCF at agreed upon times between 7:00 a.m. and 4:30 p.m., Monday through Friday.

4.1.2 Service Delivery – Evaluation Criteria (20 points)

- Provide dental examinations for all youths upon admission, transfer, parole, or discharge from the facility during clinic hours.
- Perform preventive dental services, including routine prophylaxis, topical fluoride applications and dental sealants when indicated.
- Operative dentistry. Prepare and restore teeth with appropriate filling material.
- Prosthetic dentistry. Prepare, repair, and deliver dentures and other prosthetics. Recommend the procurement of new prosthesis when deemed necessary for the ward's well-being.
- Prepare the mandible and/or maxilla for the reception of dentures.
- Secure x-rays as part of routine examination and of all areas where focus of infection or other problem is suspected.
- Authorize the procurement of supplies by preparing and forwarding requisitions and maintain inventory of all dental supplies.
- Prepare dental records on individual youths as required.
- Collaborate with the dental assistant in regard to any unusual dental problems so that proper preventive or corrective measures may be taken and instructions can be
- Instruct wards and medical personnel in the simple rules of oral hygiene.
- Arrange for the necessary specialized services and insure the proper and efficient execution of x-rays, impressions, bridges, etc.
- Make recommendations pertaining to the general oral health of youths and assist in putting into effect such recommendations.
- Prescribe dental medication as needed.
- Provide supervision of dental assistant in various phases of dental clinic procedures including maintenance of dental equipment, sterilization of dental instruments, preparation of dental materials for the filling of teeth, laboratory work such as mixing plaster of models, pouring up models and repairing and polishing dentures.
- Provide supervision of dental unit activities.

- Advise on budgetary and administrative needs of the dental unit relating to dental equipment, supplies, personnel, etc.
- Coordinate and collaborate with other agencies and resources in the community that may assist in improving or maintaining the general oral health of youths.

4.1.3 Pricing - Evaluation Criteria (20 points)

Contracted dentist must be a Medicaid provider and able to file dental claims to the Med-QUEST fiscal agent, Hawaii Dental Services. All claims filing procedures must comply with the Medicaid requirements. Applicants proposed budget is reasonable, given program resources and operational capacity.

Office of Youth Services Evaluation of Proposal Applications Submitted in Response to RFP #HMS 503-13-01

Applicant: _____
 Service Type: Dental Services for Youth Incarcerated at the HYCF
 RFP Log #: _____

Evaluation Criteria	Score
I. Experience (20 Points)	
A. Did the applicant clearly demonstrate skills, abilities, knowledge of, and experience relating to the delivery of the proposed services?	
B. Did the applicant clearly articulate the quality assurance and evaluation plans for the proposed services, including methodology?	
C. Did the applicant clearly demonstrate capability to coordinate services with other agencies and resources in the community?	
Comments:	
II. Organization (10 Points)	
A. Did the applicant provide an Organization Chart, indicating the approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks?	
Comments:	
III. Personnel (20 Points)	
A. Did the applicant clearly articulate their proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services?	
B. Did the applicant possess a D.D.S. or D.M.D. degree from an accredited dental school? Is the applicant currently licensed to practice dentistry in the State of Hawaii?	

C. Did the applicant demonstrate ability to supervise, train, and provide administrative direction to staff relative to the delivery of the proposed services?	
Comments:	
IV. Facilities (10 points)	
A. Did the applicant propose to provide dental services at the HYCF at agreed upon times between 7:00 a.m. and 4:30 p.m., Monday through Friday.	
Comments:	
V. Service Delivery (20 Points)	
A. Did the applicant demonstrate ability to provide dental examinations for all wards upon admission, transfer, parole, or discharge from the facility during clinic hours; prepare dental records on individual wards as requested?	
B. Did the applicant demonstrate ability to provide preventive and prosthetic dentistry; prepare, repair, and place dentures and other prosthetic; prepare the mandible and/or maxilla for the reception of dentures?	
C. Did the applicant demonstrate ability to prepare, treat and fill cavities of the teeth with proper filling material; perform simple extractions and treat soft tissues of the oral cavity?	
D. Did the applicant demonstrate ability to secure x-rays as part of routine examination and of all areas where focus of infection or other problem is suspected?	
E. Did the applicant demonstrate ability to authorize the procurement of supplies by preparing and forwarding requisitions and maintain inventory of all dental supplies?	
F. Did the applicant demonstrate the ability to collaborate with the dental assistant in regard to any unusual dental deficiencies so proper preventive or corrective measures may be taken and instructions can be given?	
G. Did the applicant demonstrate the ability to supervise dental assistant in various phases of dental clinic procedures including maintenance of dental equipment, sterilization of dental instruments, administering of dental materials for the filling of teeth, prophylaxes, laboratory work such as mixing plaster of models, pouring up models and repairing and polishing dentures?	
Comments:	
VI. Pricing (20 points)	
A. Is the applicant a Medicaid provider and able to file dental claims to the Med-QUEST fiscal agent, Hawaii Dental Services	
B. Is the applicant's proposal reasonable, given program resources and operational capacity?	
Comments:	
TOTAL:	

Section 5

Attachments

- A. Proposal Application Checklist
- B. Sample Proposal Application Table of Contents

Attachment A**Proposal Application Checklist**

Applicant: _____

RFP No.: _____

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the purchasing agency as part of the Proposal Application. SPOH forms are on the SPO website. See Section 1, paragraph II Website Reference.*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
General:				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 5, RFP	Section 5, RFP	X	
Proposal Application Short Form Application	Section 3, RFP	SPO Website*	X	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*	X	
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*		
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5		
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*		
SPO-H-206B	Section 3, RFP	SPO Website*		
SPO-H-206C	Section 3, RFP	SPO Website*		
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*		
SPO-H-206F	Section 3, RFP	SPO Website*		
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*		
SPO-H-206I	Section 3, RFP	SPO Website*		
SPO-H-206J	Section 3, RFP	SPO Website*		
Certifications:				
<i>Federal Certifications</i>		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
Program Specific Requirements:				
Work Plan				

Authorized Signature_____
Date

SAMPLE

Attachment B

Proposal Application
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